

100-1007
100-4294

30 MAR 1960

MEMORANDUM FOR: Comptroller
Director of Logistics
Director of Security
Special Support Assistant to the DD/S

SUBJECT : Essential Foreign Language Requirements

1. I am transmitting herewith a tentative list of essential foreign language requirements for the personnel of your Career Service serving abroad. Would you please review this list offering any comments or corrections which you may have and return it to this Office as soon as conveniently possible.

2. This list results from a survey of foreign language requirements which has been conducted at the request of the Director of Training in order to provide a current tabulation for the purpose of better orienting our Language Training Program and for the guidance of the interested Support Career Services in their replacement planning.

3. As a starting point in this survey, it was necessary to define the term "essential language requirements." The following definition, we believe, is reasonable and clear:

An essential language requirement for a support officer is that language ability necessary to (a) accomplish, with reasonable efficiency and within permissible time limits, the full scope of duties generally regarded as falling within the support area and expected of support officers, (b) without calling on staff employee operating personnel for translation and interpreter service, and (c) without significant compromise of reasonable security standards. Necessarily, there are two elements which must be considered in developing a survey of language requirements, although they do not fall within the above definition. These are: (a) the need to maintain the language standards of this Agency in relation to those of other U.S. Government agencies with representation abroad, working in the general field of foreign activities; (b) the need to maintain at a satisfactory level the support participation in the station team concept so that these personnel are well integrated into the station structure.

4. In conducting this survey we have had recourse primarily to the opinions of those Support Chiefs who have served most recently in the various field stations abroad. Through personal interview and memoranda, we have elicited from these people their views within

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the fairly strict definition set out above. Their opinions have then been checked and reconciled with the support staffs of the various interested operating divisions. What has been developed is, we believe, a fairly homogeneous evaluation of language requirements.



5. It is our expectation that the language standards of the Support Career Services will become progressively higher as we progress and within reasonable limits this trend will be encouraged. Hence the present list is not intended in any way to suggest a limitation on language training but rather to provide a summary of minimum requirements which exist at this time.


Special Assistant to the
Deputy Director (Support)

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Attachment

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*Concurred in by telephone conversation with
Mr.  7 April. Gave him  comments
which will be included as an additional
requirement. R. H. F/S*

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*Comments attached - see back slips, by
*

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